

IDAHO PEACE OFFICER STANDARDS & TRAINING PROCEDURE

12.20 STUDENT DISENROLLMENT/DISMISSAL

A. General

POST basic academy students may leave the academy prior to graduation through voluntary disenrollment; disenrollment due to personal emergency such as injury or illness that exceeds 16 hours of academy time; academic or skills-based test failure; or dismissal for violation(s) of POST student regulations or other undesirable behavior ([IDAPA 11.11.01.058.02.](#))

This procedure governs the process by which students are removed from the academy under the above circumstances, their employing agencies notified, and their records updated to reflect their status. When students depart without providing prior notification to staff, some steps in the process may necessarily be omitted.

B. Definitions

“Disenrollment” means a series of interactions between POST staff and students voluntarily departing from or leaving an academy prior to its completion due to personal emergency such as injury or illness that exceeds 16 hours of academy time, or academic or skills-based test failure.

“Dismissal” means the expulsion of an academy student for violation(s) of POST student regulations or other undesirable behavior.

C. Disenrollment/Dismissal Due to Illness/ Injury

1. The handling of student injuries and illnesses is governed by POST procedure [12.19 Student Injury/Illness](#).
2. When the processes described in [12.19 Student Injury/Illness](#) are completed, the student may be disenrolled due to the inability to continue with required academy activities within mandated time lines.

D. Disenrollment/Dismissal Process

1. If it appears reasonable, the academy coordinator may meet with the exiting student to:
 - a. determine the reason(s) for the student’s decision to leave without completing the training;
 - b. solicit feedback on the student’s experience at POST; and
 - c. discover opportunities to improve student experiences or correct deficiencies.
2. The academy coordinator may share information from the interview with the student’s employing agency head/designee.
3. Academy coordinators disenrolling or dismissing a student:
 - a. discuss the circumstances with the student and the student’s employing agency head/designee; and
 - b. when a decision is reached to disenroll or dismiss the student, both the student and the employing agency head/designee are informed in writing by the most expedient method available.
4. A disenrolled student may attend a future basic POST academy.

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5. When the decision is to dismiss the student from the academy, after the discussion with both the student and the employing agency head/designee:
 - a. The training manager recommends the dismissal of the student to the Deputy Division Administrator.
 - b. The Deputy Division Administrator provides the student in writing, the reason for dismissal and offers the student a hearing with the POST Division Administrator.
 - c. During the hearing, the student shall have the opportunity to respond and present the Division Administrator, in writing or in person, any reasons why the intended action should not be taken.
 - d. The student may waive a response by submitting a written waiver to the Division Administrator.
 - e. If the student waives a response or fails to respond, the Division Administrator will dismiss the student from the academy.
 - f. After the hearing, the student and the employing agency will be notified of the outcome in writing and provided copies by the most expedient method available.
 - g. The Division Administrator's decision is considered the agency final action.
6. A dismissed student may be required to petition the POST hearing board to attend a future basic POST academy.
7. When the student leaves without prior notification to the academy coordinator, the academy coordinator informs the student's employing agency head/designee by the most expedient method available.

E. Property and Equipment Check-In

1. When applicable, the academy coordinator:
 - a. collects any POST-issued property from the student;
 - b. retains the student's access card for reissue;
 - c. returns the dormitory key to the facilities manager;
 - d. may retain the student's weapon for retrieval by the employing agency, or allow the student to depart with it, considering:
 - 1) the student's emotional/mental condition;
 - 2) the student's transportation (students traveling in marked police vehicles may be required to be armed); and
 - 3) any other circumstances affecting the student's stability or judgment.
2. When the student leaves without prior notification to the academy coordinator, the coordinator requests that the employing agency head/designee recover any POST property/equipment from the student.